

Locally Designed Program at Coffee Creek

Head Start Performance Standards

§ 1306.35

Program Design

The Coffee Creek program is located at the Early Head Start Child Development Center on the Coffee Creek Correctional Facility campus. The purpose of the Coffee Creek program is to promote attachment and bonding between mother and child and provide comprehensive Head Start services for children ages birth through five years old.

Incarcerated mothers and their children attend year-round classroom two mornings a week for three and a half hours. A nutritious breakfast and lunch is served family style each classroom day. All enrolled children receive developmental assessments, comprehensive services, and an individualized education plan. **Parents as Teachers** and **Creative Curriculum** serve as the curriculum foundation.

The Teacher or Family Advocate meets with each mother twice a month at the child development center or within the prison facility. These “home visits” are used to discuss child and family goals and to plan for the classroom environment and experiences for the children.

The Teacher and Family Advocate facilitate mother-child classes, conduct home visits, provide coaching and guidance to mothers and the child’s caregivers, plan and implement parent training, support participation in monthly parent meetings and provide information and referrals to outside resources for families.

The Family Advocate coordinates recruitment for all children in the Coffee Creek program as outlined in the **Coffee Creek Recruitment and Enrollment Policy and Procedure**. In addition, the Family Advocate builds relationships with the caregiver/guardian to facilitate a positive experience with the program.

Connections with Caregivers

- The Family Advocate will arrange an initial home visit with the caregiver to bridge the relationship between the mother, caregiver and child. This gives the caregiver the opportunity to share the interests of the child, the activities they do as a family and ask questions about the program. In addition, the enrollment paperwork is completed at this visit.
- Caregivers will be supported to participate in the child’s development by completing developmental, nutrition screens, health exams and sharing ideas and or concerns with the Family Advocate at anytime.
- At each facility visit, the mother and caregiver have up to 10 minutes at arrival to support the child’s transition and 5 minutes at departure to interact with the child together and share information about the child’s day.
- Sometimes a child may be transported to classroom time from someone other than the Caregiver. Caregivers are encouraged to keep a journal to note pertinent updates and information about how the child is developing, the food they eat, sleep routines and other activities of daily living to be shared with the mother, Teacher and Family Advocate.
- Caregivers may choose to remain at the center and wait in the family room until completion of the visit/class time. There are materials available to support parenting practices.

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- The Family Advocate and Teacher will plan quarterly parenting classes and/or workshops and 3 family events each program year. The focus will be to support parenting, strengthening families and the development of children.
- Caregivers will be invited to participate in the parent-teacher conference to assist with identifying educational goals for each child as indicated below.
- When the program is operating remotely, the Family Advocate may offer additional contacts to the caregiver to offer supports and resources. These contacts will be documented in the Communication Log event type in the Family Services module. Needs that are identified through these contacts will be documented as need identified events in the Family Services module.

Home Visits

- The Teacher and Family Advocate offer two home visits (on-site of facility) per month per family – a minimum of 24 home visits are offered per family per year. Each visit lasts approximately 90 minutes. When the program is operating remotely, the time for each visit can be adjust according to the mother's time availability.
- The purpose of the home visit is to provide elements of all Head Start program components and comprehensive services into the time spent with the family. Home Visits also include working directly with the mother on parenting goals and setting other family goals that are supported and reviewed throughout the course of the program year.
- Home visits will also serve as the parent-teacher conference to review a child's developmental progress as documented in TSG. Areas of growth and emerging skills are identified and inform the development of individualized educational goals for each child.
- When home visits are canceled or missed by the teacher or program for any reason, the Teacher or Family Advocate will offer to reschedule the home visit at the next appropriate time in accordance with Coffee Creek Correctional policies.

Classroom Time

- The teacher provides two group classes per week for the mother and children – a minimum of 90 group class times per year. Each session lasts three and a half hours.
- The purpose of the classroom experience is to support child development by strengthening the parent-child relationship and encouraging positive parenting practices.
- All classroom activities focus on both the parent and the child by helping parents better understand child development and assisting them in providing appropriate learning activities for their child.
- Classroom time provides structured and unstructured learning opportunities for both parent and child.
- Classroom experiences support the child and family goals established during home visits. Parents plan the classroom experiences with the teacher based on the goals established in the Family Partnership Agreement, the child's education goals, and information determined by completed screenings, assessments, and observations.
- Classroom experiences build on topics and activities that typically take place in the home environment such as literacy skills, music and movement, celebrating home or ethnic cultural practices, and positive guidance practices.

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Meal Service

- The CACFP Coordinator provides training and monitoring on food handling, preparation, storage, proper disposal, and bottle preparations to the Coffee Creek EHS/HS staff, and mothers as needed.
- All meals are prepared and served in accordance with CACFP rules and regulations.